

Dear CPNC Holder:

As you are aware, all Certificates of Public Necessity and Convenience (CPNC) expired on December 31, 2011. CPNC numbers typically must be renewed prior to January 31, 2012, to avoid additional delinquency penalties including possible revocation. For 2012 only, the City will be allowing CPNC numbers to be renewed prior to March 31, 2012.

It is important to note that the City will be enforcing existing rules for renewal. All questions must be answered completely and incomplete applications will not be accepted.

All CPNC holders will also be required to come to the Taxicab and For Hire Vehicle Bureau to renew their numbers. The following information will be required:

► **Submit a notarized CPNC Application. A copy of this application can be downloaded and printed from www.nola.gov**

► **A dated letter from the company in which the CPNC will be operated, if applicable**

► **Proof of Citizenship or Permanent Residence**

Acceptable Documents: Birth Certificate, Certificate of Naturalization, valid U.S. Passport, or Permanent Residence Card.

► **Proof of Residency**

The applicant must reside in Orleans, Jefferson, St. Bernard, St. Tammany, Plaquemines, St. Charles, St. John the Baptist, or St. James Parishes. Applicant must have resided for the past six months and presently reside in one of the above parishes.

Acceptable Documents: Utility bill, water bill, landline telephone bill, mortgage/rental agreement in applicant's name.

► **Proof of Insurance** – Vehicle Registrations and Insurance Declaration information.

► **Certified copy of Articles of Incorporation / Articles of Organization by the Louisiana Secretary of State Office, and the name(s) and position(s) of all officers**

If operating as a partnership or a corporation, all provisions shall be satisfied by the qualification of a principal partner or duly registered officer respectively.

According to 162-199- all CPNC holders must maintain a business office with a telephone number in the parish. Also, they must notify the Bureau of the name and address of its representative to receive service of process.

► **2012 Occupational License-(one license required per business, not per CPNC number).**

► **Louisiana State ID or Driver's License**

► **Federal Background Check**

► **Drug Test**

► **2011 Annual Renewal Certificate (s)**

► Cashier's Check or Money Order:

\$300.00 each - Courtesy

\$250.00 each - Animal Drawn

\$150.00 each - All others

Appointments are available upon request.

We expect that this additional time for renewals will allow for full compliance with all existing regulations. Of course, we look forward to continuing to work with you as we improve the Bureau and taxi service for our residents and visitors. Thank you for what you do.

Sincerely,

Malachi S. Hull



CITY OF NEW ORLEANS

Mitchell J. Landrieu, Mayor

MITCHELL J. LANDRIEU
MAYOR

PURA BASCOS
DIRECTOR

**Application for a For Hire Vehicle Certificate of Public Necessity and Convenience (CPNC) Renewal
Instruction Sheet**

Type or print neatly.

All questions must be answered completely. **Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed, signed, and notarized.**

Submit as attachment #1: A letter from the for hire vehicle company under which the CPNC will be operating.

Submit as attachment #2: Proof of Citizenship or permanent residence.

Acceptable Documents: Birth Certificate, Certificate of Naturalization, valid U.S. Passport, Permanent Residence Card.

Submit as attachment #3: Proof of Residency is required if a driver's license has been issued for less than six months.

Acceptable Documents: Utility bill, water bill, landline telephone bill, mortgage/rental agreement in applicant's name.

Submit as attachment, if applicable, #4: Certified copy of Articles of Incorporation / Articles of Organization by the Louisiana Secretary of State Office, and the name(s) and position(s) of all officers. If operating as a partnership or a corporation, all provisions shall be satisfied by the qualification of a principal partner or duly registered officer respectively. All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.

Submit as attachment #5: Proof of insurance.

Submit as attachment #6: City of New Orleans Occupational License.

Submit as attachment #7: Consent Form

DRUG SCREENING, FEDERAL BACKGROUND CHECK, AND PROOF OF RESIDENCY ARE REQUIRED FOR EACH APPLICANT.

****You are encouraged to familiarize yourself with New Orleans City Code Chapter 162****

A copy may be obtained from the Clerk of Court's Office, or online at

www.municode.com

Please govern yourself accordingly.

NOTICE: An applicant shall not be eligible for a CPNC if he/she does **not** meet or maintain the following requirements:

- (1) Be at least 18 years of age.
- (2) Be a citizen or permanent resident of the United States.
- (3) Currently reside in this parish and/or in the contiguous parishes of Jefferson, St. Bernard, St. Tammany, Plaquemines, or in the noncontiguous parishes of St. Charles, St. John the Baptist, or St. James, for a period greater than six months. Should the applicant reside in one of the listed contiguous or noncontiguous parishes, a duly designated agent for service of process must be provided to the supervisor of the taxicab and for hire vehicle bureau.
- (4) Shall never have been convicted anywhere under the laws of this state or any other state or of the United States of the offense or offenses equivalent thereto of homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, or sale of narcotics.
- (5) Shall never have been convicted of multiple felony offenses.
- (6) Shall not have been convicted of pandering, prostitution, soliciting for prostitution or illegal possession or use of narcotics within five years of the date of filing an application; nor shall the applicant have served any part of a sentence thereof within five years before the date of filing such application.

**** If operating as a partnership or a corporation, all provisions shall be satisfied by the qualification of a principal partner or duly registered officer respectively. ****

- a. All changes of officers who have submitted applications for a taxicab or for hire vehicle certificate shall be reported to the taxicab and for hire vehicle bureau within ten (10) working days of such change, and such new officers, partners or other executive managing personnel shall individually file applications within that time. The failure to certify within such time or to possess the qualifications required of the individuals under this article shall be cause for the suspension of all permits held by such corporation, association, or partnership.

- (7) No licenses shall be granted if the applicant fails to meet the requirements of this chapter or if the applicant provides the Bureau with false, misleading or incomplete information. Licenses issued on the basis of false, misleading or incomplete information furnished by the applicant may be revoked by the director of the department of safety and permits.
- (8) All CPNC holders, except special charter CPNC holders, must maintain a business office with a telephone number in the parish. All holders shall notify the Bureau of the name and address of its representative to receive service of process. If the holder is a corporation, the corporation shall inform the Bureau of its registered agent for service of process in conformity with the provisions in La. C.C.P. Article 1261.
- (9) The CPNC holder shall apply for and obtain an **annual renewal** of the CPNC upon payment of a fee of \$150.00 and provision of evidence that the holder continues to possess the necessary qualifications for holding a CPNC. **A CPNC that is not renewed by March 31 is suspended.**

CPNC(s) Applicant's Initials



Taxicab and For Hire Vehicle Bureau

APPLICANT INFORMATION:

1. **Full Name** _____

Residence Address: _____

City, State, Zip Code: _____

Home Phone: _____

Work Phone: _____

Date of Birth: _____

Social Security Number: _____

Louisiana Driver's License # _____ Expiration Date: _____

2. **DISCLOSURE** –TO BE COMPLETED BY ALL APPLICANTS.

List the name, residence address, date of birth, and telephone number for any person who has a legal, beneficial, financial or equitable interest as defined by law in the CPNC(s) to be transferred.

Financial Interest - An interest equated with money or its equivalent. Any person having a monetary interest in the CPNC must be disclosed. Example: A person who owns shares in the CPNC, or any part of the CPNC, or is in the process of buying the CPNC, has a financial interest.

Beneficial Interest - Any person who derives a profit, benefit or advantage resulting from a contract or agreement with the CPNC holder. This would include any person who benefits in some way through the CPNC holder.

Legal Interest - This includes, among other things, an interest arising out of a contract. Any person who has entered into a contract relating to the purchase of the CPNC (conditional sale) has a legal interest in the CPNC.

Equitable Interest - This includes, among other things, a beneficiary in case of a CPNC holder's death or divorce. Spouses or other designated beneficiaries have an equitable interest in the license.

Full Name _____

Type of Interest _____ Description of Interest _____

Residence Address _____

City, State, Zip _____

Home Phone _____

Date of Birth _____

Social Security Number _____

Full Name _____

Type of Interest _____ Description of Interest _____

Residence Address _____

City, State, Zip _____

Home Phone _____

Date of Birth _____

Social Security Number _____

Full Name _____

Type of Interest _____ Description of Interest _____

Residence Address _____

City, State, Zip _____

Home Phone _____

Date of Birth _____

Social Security Number _____

LIST ALL OTHER INDIVIDUALS WITH AN INTEREST ON A SEPARATE SHEET.

3. Are you authorized to work in the United States by the immigration laws or the Attorney General of the United States?

YES []

NO []

(A) CRIMINAL HISTORY:

Have you ever been convicted under the laws of Louisiana, any other state, or of the United States of the offense or offenses equivalent thereto of homicide, aggravated rape, aggravated battery, simple rape, aggravated kidnapping, aggravated burglary, armed robbery, attempted aggravated battery, attempted aggravated rape, attempted aggravated robbery, aggravated assault, or sale of narcotics.

YES []

NO []

If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
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Have you ever been convicted under the laws of Louisiana, any other state, or of the United States of the offense or offenses equivalent thereto of pandering, prostitution, soliciting for prostitution or illegal possession or use of narcotics within the five (5) years preceding the date of the application, regardless of whether adjudication has been withheld?

YES []

NO []

If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
------	--------	------	------------------

Have you ever pled nolo contendere, pled guilty, been found guilty, or been convicted of any crime wherein a vehicle for hire was employed, regardless of whether adjudication has been withheld?

YES []

NO []

If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
------	--------	------	------------------

Have you ever pled nolo contendere, pled guilty, been found guilty, or been convicted of any felony, regardless of whether adjudication has been withheld, involving violence against a law enforcement officer or as an habitual violent offender under any state's statutes?

YES []

NO []

If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
------	--------	------	------------------

Have you ever pled nolo contendere, pled guilty, been found guilty, or been convicted of any misdemeanor within the last five (5) years, regardless of whether adjudication has been withheld?

YES []

NO []

If yes, complete the following for each conviction:

NAME	CHARGE	DATE	COURT & LOCATION
------	--------	------	------------------

Do you have any pending criminal, traffic, or municipal charges?

YES []

NO []

If yes, complete the following for each pending charge:

NAME

CHARGE

DATE

COURT & LOCATION

B) Transportation Experience:

Has your authority for vehicle for hire services ever been revoked or suspended in any state?

YES []

NO []

If yes, please provide a written explanation:

Do you have any unsatisfied civil penalty or civil judgment pertaining to vehicle for hire operations?

YES []

NO []

If yes, please provide a written explanation:

Have you ever been enjoined by a court of competent jurisdiction from engaging in the vehicle for hire business or enjoined by a court of competent jurisdiction with respect to any of the requirements of New Orleans City Code Chapter 162?

YES []

NO []

If yes, please provide a written explanation:

4. LICENSE HOLDER CERTIFICATION

(Individual or Corporation)

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY APPEARED _____, who, being by me first duly sworn, deposes and says that he/she is the owner of CPNC _____, and that said Certificate of Public Necessity and Convenience (CPNC) is current and valid, and in accordance with New Orleans City Code Chapter 162, does request the Taxicab and For Hire Vehicle Bureau to renew said CPNC(s) listed, and that all statements in this application are true.

Signature of CPNC holder

Signature of CPNC holder

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____

Print, Type, or Stamp Commissioned

Signature of Notary Public

Name of Notary Public

Personally Known _____ OR Produced Identification _____ My Commission Expires:

Type of Identification Produced _____



CITY OF NEW ORLEANS

Taxicab and For Hire Vehicle Bureau

Consent Form

I hereby authorize the City of New Orleans, Taxicab and For Hire Vehicle Bureau to receive any criminal history, record, or information pertaining to me, which may be in any national, state, or local criminal justice agency(ies) in the United States of America.

Full Name (Please Print Only)

Address

City

State

Zip Code

Race

Sex

DOB

I further state that I have/have not been convicted, paroled or placed on probation.

The following Yes/No answers are correct concerning my criminal history.

Have you been charged or convicted of the following offenses:

	Yes	No
Criminal Homicide	<input type="checkbox"/>	<input type="checkbox"/>
Robbery	<input type="checkbox"/>	<input type="checkbox"/>
Aggravated Assault	<input type="checkbox"/>	<input type="checkbox"/>
Burglary	<input type="checkbox"/>	<input type="checkbox"/>
Rape	<input type="checkbox"/>	<input type="checkbox"/>
Child Molestation	<input type="checkbox"/>	<input type="checkbox"/>
Aggravated Battery	<input type="checkbox"/>	<input type="checkbox"/>
Suspended License	<input type="checkbox"/>	<input type="checkbox"/>
Disorderly Conduct	<input type="checkbox"/>	<input type="checkbox"/>
Driving Under the Influence (DUI)	<input type="checkbox"/>	<input type="checkbox"/>
Kidnapping	<input type="checkbox"/>	<input type="checkbox"/>
Leaving the scene of an accident	<input type="checkbox"/>	<input type="checkbox"/>
Felony involving motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Any law involving theft/violence	<input type="checkbox"/>	<input type="checkbox"/>
Any sale, possession, or distribution of narcotics or drugs	<input type="checkbox"/>	<input type="checkbox"/>
Pandering, prostitution, solicitation for prostitution	<input type="checkbox"/>	<input type="checkbox"/>

Social Security Number

Signature

Date

This authorization is valid for 365 days from the date of signature.

Revised 11/2011